

## SPECIAL MILK REPORTING REQUIREMENTS

DUE MONTHLY	REPORT OR ACTION
	Reimbursement Claim Form - Submit Online

### OTHER

DUE DATE	REPORT OR ACTION
October 15	Civil Rights Compliance Review (Enter in MyIdahoCNP for applications on file as of October 1)
November 15	Verification Report (Online) <b>Only required for those sites that collect Free Milk Applications</b>
2 <sup>nd</sup> Friday in May	Renewal Packet

Form or Report Name	Description
<b>Reimbursement Claim Form</b> <i>Complete in MyIdahoCNP monthly, <b>but not later than 60 days from last day of claim period.</b></i>	<p>Totals of participants for reimbursement. In case of errors or changes, claims must be corrected and entered within the 60 days deadline or you <u>may lose reimbursement</u>. Have someone else check your data.</p>
<b>Civil Rights Compliance Review</b>	<p>Form filled out online. Record numbers of students on Free Milk by ethnicity as of October 1. For applicants not responding to ethnic data collection, list their number under "Not marked on application." This report includes questions on Civil Rights procedures.</p>
<b>Verification Report</b> <i>Only for sponsors collecting Free Milk applications.</i>	<p>Sponsors select a sampling method to verify the accuracy of income and other data on free milk applications on file as of October 1<sup>st</sup>. Results are reported by November 15<sup>th</sup>.</p>
<b>Renewal</b>	
<b>MyIdahoCNP Sponsor Application</b> <i>Complete online by the second Friday of May each year.</i>	<p>Provides State with Sponsor data and information on the Milk Program operated by the sponsors.</p>
<b>MyIdahoCNP Site Application</b> <i>Complete online by the second Friday of May each year.</i>	<p>Provides State with information on individual sites that are operated by the sponsors.</p>
<b>Agreement</b> <i>Include supervisor and superintendent signatures. Return an original hardcopy by the second Friday of May each year.</i>	<p>Necessary to operate Child Nutrition Programs. For security reasons, contact State Agency immediately with any changes.</p>
<p>Additional documents to be provided by the State Agency</p>	
<p><b>Call the State Office if you have questions on any forms.</b></p>	

**IMPORTANT NOTE:** Reimbursement can be held if paperwork is not received by the due date.